



APPLICATION PACKET FOR POLICE RADIO DISPATCHER

Thank you for your interest in employment with the Gahanna Division of Police. Please review this packet in its entirety and if you have any questions, contact:

*City of Gahanna Department of Human Resources
Phone: 614-342-4457
Email: hr@gahanna.gov
200 S Hamilton Rd, Gahanna, OH 43230*

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Job Posting

POLICE DISPATCHER/COMMUNICATIONS OFFICER

The City of Gahanna is seeking candidates to test for full-time Police Radio Dispatcher positions. Testing will be open continuously to establish a pool of qualified candidates for a future eligibility list. Candidates must be 18 years of age at the time of appointment.

*Minorities are encouraged to apply.
The City of Gahanna is an Equal Opportunity Employer.*

Salary Range

Pay rates are established through negotiations with the Ohio Patrolmen's Benevolent Association Dispatcher Unit. As of January 1, 2015, rate of pay will be as follows:

	Step 1	Step 2	Step 3	Step 4
Hourly	\$ 18.56	\$ 21.22	\$ 23.90	\$ 26.77
Bi-weekly	\$ 1,484.70	\$ 1,697.67	\$ 1,911.90	\$ 2,141.78
Annual	\$ 38,602.23	\$ 44,139.34	\$ 49,709.37	\$ 55,686.25

Public Records

The City of Gahanna cannot guarantee the confidentiality of the results of, or information obtained through our hiring procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by the City of Gahanna related to these hiring procedures do not appear to fall within the enumerated exceptions.

Examination Fee

The examination fee is due to National Testing Networks at the time that you register for the written examination. The fee is \$35.00 to participate in the examination and have your results sent to one participating City or agency. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$7.00 fee; however, you only have to complete the test once. This fee is non-refundable.

Date and Location of Test

The written examination is offered through National Testing Networks at multiple times and locations throughout the United States. The closest testing location to Gahanna is:

Columbus State Community College
Law Enforcement Testing
315 Cleveland Avenue
Bldg WD – Room 409
Columbus, OH 43216

A list of locations and examination dates and times are available through National Testing Network. Their website is www.nationaltestingnetwork.com.

Accommodation/Interpreter

Should you have a disability under the Americans with Disability Act and require a special accommodation for the examination, please contact National Testing Network directly at 866-563-3882.

Job Description

CLASS TITLE: Police Radio Dispatcher
DEPARTMENT: Police Department
REPORTS TO: Administrative Lieutenant

CLASS CODE: Dispatch
FLSA STATUS: N
DATE: 1/2013, Revised 7/2014

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Performs intermediate technical work on an assigned shift dispatching law enforcement personnel usually in response to emergency situations; does related work as required. WILL WORK ROTATING SHIFTS to help cover a 24/7 radio room operation.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Receiving calls for service; dispatching personnel and equipment; maintaining records; entering data; preparing reports.	20
2	Receives and transmits messages primarily by radio and maintains radio log on shift work in Computer Aided Dispatch System (CAD).	15
3	Enters and retrieves a variety of data into computer system concerning department activities.	5
3	Receives emergency calls, determines location and nature of emergency, and dispatches appropriate personnel and equipment.	10
4	Dispatches vehicles where and when needed.	10

** Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

- Receives complaints in person or by telephone, passes information on to appropriate units and keeps records of complaints/phone calls.
- Makes inquiries concerning vehicles via computer system.
- Monitors police frequencies and emergency frequencies.
- Makes criminal history and vehicle information checks.
- Performs a variety of filing, checking, and clerical functions for officers and the general public including accepting payment for bonds.
- Performs all other duties as assigned by supervisor.

MATERIAL AND EQUIPMENT USED:

- Computer
- General Office Equipment
- Desktop and/or laptop computer along with all related equipment (Including Microsoft Office Suite software – Word, Excel, Access, and PowerPoint)

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

- School Diploma or equivalent

Licenses and Certifications:

- Current and valid Ohio driver's license with an acceptable driver's abstract in order to meet criteria for insurability established by the City of Gahanna.
- State of Ohio Notary (obtain within first six months of employment)
- Must be able to obtain LEADS certification within 6 months of employment

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Methods of operating two-way communication systems.
- Radio code system and teletype procedures
- Geography of the City and location of important buildings

Skill in:

- Typing with minimal error at least 45 WPM.
- Data Entry with minimal error at least 4,000 keystrokes per hour.
- Radio operations and related equipment; Telecommunications Device for the Deaf (TDD); telephone; two way radio; LEADS and basic office equipment.
- Assisting and responding courteously and professionally to the public and co-workers.
- Quickly assessing an emergency situation and determining course of action.

Mental and Physical Abilities (Ability to):

- Listen, speak, and write articulately and clearly while interacting with the public, co-workers and emergency personnel.
- Remain calm in stressful situations.
- Establish and maintain effective working relationships with other communication officers, police officers, and the general public.
- Operate standard office, data entry and computer equipment, and communication consoles.
- Effectively multi-task with multiple calls, radio traffic and other tasks under emergency and often times, stressful situations.
- Work all shifts including holidays, weekends and mandatory overtime in order to handle the workload of the dispatching center.

Working Conditions:

This is light work requiring the exertion of up to 20 pounds occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word,

and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is not subject to adverse environmental conditions.

Police Radio Dispatcher Selection Process

Applicant Reviews Hiring Standards

The first step for any individual interested in going through the selection process for Police Radio Dispatcher is to read through the Hiring Standards located in this packet. **If by reading the Hiring Standards you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the selection process for the position of Police Radio Dispatcher with the City of Gahanna.** Please contact the Human Resources Department if you have any questions.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must acknowledge their understanding and compliance with the Hiring Standards when submitting the application. The hiring standards are reviewed for revision every year. Even if you have read previous year's before, please read them again.

Written Examination

1. A written examination will be administered through National Testing Network. Interested individuals must register at www.nationaltestingnetwork.com.
2. All individuals will be required to provide two forms of identification before taking the written examination. One of the identification pieces must be a government-issued identification bearing a photograph.
3. Candidates will receive a grade in three categories and also receive a combined score. Candidates must receive the minimum score or higher in all three areas and an overall total combined score of 70.00 or higher.
 - i. Call Taker Score minimum: 64.50
 - ii. Note Taking Score minimum: 69.5
 - iii. Dispatching Score minimum: 49.5
 - iv. Combined Score minimum: 70.00
4. National Testing Network will notify you of your initial score. All candidates who meet or exceed the minimum scoring will receive an invitation via email to apply for the Police Dispatcher position. This invitation will be sent once the posting has closed.
5. The content of the examination will consist of the following :
Listening and communication skills; dealing with difficult and stressful situations; multi-tasking; analysis, prioritization, and problem solving; public relations; internal relations; responsibility for Officer safety; team relations; recording accuracy; attention to detail; and following directions.
6. Appeal Rights
As per Section 13.02 of City of Gahanna Civil Service Rules and Regulations:
"...Candidates who have taken the examination at a non-City administered testing facility will not be considered applicants subject to appeal rights of these Rules until their application has been submitted in the designated timeframe. Therefore, all challenges of non-City administered written examinations must be made to the non-City testing entity."

Formal Application

Completing the Application

You will receive an invitation to apply via email from the City of Gahanna, if you meet the testing requirement as listed above. The City of Gahanna online application must be completed in its entirety. This includes verifying that he/she has read and understands the Hiring Standards for this position.

Claiming Additional Credit Allowances

As per section 13.07 a-b. of the City of Gahanna Civil Service Rules and Regulations, candidates who successfully obtained a score of 70% or above may be eligible for additional credit. The maximum score is 100%.

1. Requests for additional credit for military service, along with proof of satisfactory service, shall be submitted to the Human Resources Department with the application. Documentation for credit must be received on or before the close of the job posting. Such proof shall identify: branch of service, service dates, and character of discharge. Active duty or active military duty means full duty with military pay and allowances in the Armed Forces. Reserve training, services and time less than 180 days shall be excluded.
2. Requests for additional credit for service as a Gahanna Reserve Officer shall be submitted with the online application. Additional credit for Reserve Officer service is five (5) points.

Application Deadline

The on-line application must be completed via the link provided by the City of Gahanna and submitted by the deadline specified in the application invitation. Any information provided to National Testing Network when registering for the exam is not considered part of the application.

Applicant Status/Appeal Rights

Upon completion and submission of the online application, the candidate will be considered an applicant of the position. As an applicant of the position, certain appeal rights are afforded under the Civil Service Rules and Regulations should an applicant deem it necessary to file an appeal. The applicant shall submit his/her appeal to the Civil Service Commission who shall hold a hearing as outlined in Chapter 149, Civil Service Commission, of the Codified Ordinances.

Establishment of Eligibility List

Following the application deadline, the Director of Human Resources will certify an Eligibility List of applicants for the Police Dispatcher position. The score will be the combined score acquired through the written examination and any additional credit points received as listed above. Each applicant will be notified of their final score and ranking via email.

As per section 13.09 of the City of Gahanna Civil Service Rules and Regulations:

- a. Duration of Lists. The term or eligibility of each list and of the names appearing thereon shall be for a period of one (1) year from the date of the establishment of the eligibility list. At the discretion of the Director of Human Resources, an eligibility list may be terminated before its expiration date or extended for an additional six (6) months.
- b. Tied Scores. In the event two or more applicants receive the same score in open competitive examination, names of all applicants receiving such score shall be placed on the eligibility list with the same ranking.

Applicants who are removed from the eligibility list will not be considered for employment in this position while the eligibility list remains active. Should an applicant want to be removed voluntarily from the eligibility list, they should notify the Department of Human Resources in writing.

Completion of Background Investigation Paperwork

The Police Department will request background investigation paperwork which is time sensitive and needs to be completed within the timeframe specified. You will be required to complete fingerprinting at this stage.

Polygraph Examination

A polygraph examination will be administered to each candidate by a trained and certified polygraph examiner.

1. Questions will be drawn from areas concerning questions of illegal activities, morals, ethics, and drug/alcohol use.
2. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability.
3. The candidate may or may not be advised of the results by the examiner upon completion of the examination.
4. Any candidate may be disqualified when the subject is not cooperating with the examination process.

Background Investigation

Applicants who are certified on the eligibility list will be subject to an in-depth background investigation. The function of the background investigation is to determine each applicant's suitability for employment as a Police Dispatcher for the City of Gahanna. The background investigation will include, but not be limited to, the following:

This process verifies the applicant's suitability for appointment as a Gahanna Police Officer. The background investigation includes but is not limited to the following:

- a. Local and state driving records
- b. Residence checks
- c. Civil judgments
- d. Personal Reference checks
- e. Employment checks
- f. Military records checks
- g. Financial History/Credit score

Investigative Interviews

- a) Follow up interviews
- b) Home interviews
- c) Neighbor interviews
- d) Employer interviews

Oral Interviews

1. Oral board interviews of top candidates from the written examinations, physical fitness examinations and background investigations will be administered by the Oral Review Board at a designated time and place.
2. Each candidate will be interviewed by an oral board consisting of representatives of the City of Gahanna.
3. Elements of the oral interview will be standardized to include uniform questions.
4. Each candidate will be evaluated based upon the following rating dimensions:
 - Appearance, image, demeanor and attitude
 - Communication
 - Mental alertness
 - Judgment, reasoning and analysis
 - General personality impressions
 - Social interaction, and human relations
 - Overall suitability

Psychological Examination

- a) Written exam
- b) Psychological evaluation by a licensed and certified psychologist

Conditional Offer of Employment

Once an applicant is selected for the position, based upon the above testing and oral interview procedures, a verbal conditional offer of employment will be made to the applicant. The conditional offer of employment is contingent on the applicant successfully being able to pass a drug screen, and potentially a polygraph and psychological exam.

Accommodation/Interpreter

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required. Should you require services of a professional interpreter during the examination, please contact a Human Resources representative within two business days of submitting the application.

Statement of Hiring Standards

Along with the qualifications listed in the job description, candidates must meet the requirements of the City of Gahanna hiring standards. All information provided to the City of Gahanna will be verified through a **DETAILED** background investigation, including a polygraph examination.

The purpose of the Hiring Standards is twofold: first, to give guidance to those personnel who have the responsibility of conducting background investigations, and second, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical selection.

Criminal Conduct

Commission of criminal acts is directly contrary to the respect for law required of a Police Department Employee. A list of representative criminal offenses (or any substantially equivalent municipal ordinance or law of any other state or of the United States) that are cause for disqualification is described further in this section. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it is the criminal conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal acts.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Police Department Employee for the City of Gahanna:

1. Any offense of violence directed against a person as defined in the Ohio Revised Code Chapter 2903. This shall include all homicide, all assault, menacing, stalking, hazing, and patient abuse or neglect related offenses. However, a single incident of misdemeanor assault, menacing, or hazing will not automatically result in disqualification. Some incidents may be considered, along with other matters, in determining suitability for appointment.
2. Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905. However, a single incident of unlawful restraint or coercion, which occurred at least to (5) five years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
3. Any sex offense as defined in the Ohio Revised Code Chapter 2907 which occurred in the five years prior to investigation. This includes sexual assaults, prostitution, solicitation, and obscenity offenses.
4. Any arson and related offense directed against property as defined in the Ohio Revised Code chapter 2909. This shall include desecration, disruption, vandalism, criminal damaging, and endangering related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
5. Any robbery, burglary, trespass, related offenses as defined in the Ohio Revised Code chapter 2911. This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least two (2) years prior to

investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

6. Any theft or fraud offense as defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery, and receiving stolen property related offenses. However, a single incident of a petty theft offense or conspiracy or solicitation to commit such an act, which occurred at least five (5) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
7. Any offense involving the applicant's participation in gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of misdemeanor gambling or public gaming which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
8. Any serious offense directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting riot, disorderly conduct, harassment, false alarms, and misconduct involving a public transportation system. However, a single incident of disorderly conduct, harassment, misconduct at an emergency, or misconduct involving a public transportation system that was committed at least two(2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.
9. Any offense against the family as defined in Ohio revised Code Chapter 2919. This shall include bigamy, partial birth feticide or other prohibited abortion actions involving viable fetuses, nonsupport, child endangering, and domestic violence related offenses. However, a single incident of interference with custody that was committed at least two (2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any conviction or convictions of a lesser included offense related to domestic violence or menacing by stalking shall be automatic disqualifications.
10. Any serious offense against justice and public administration as defined in Ohio revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, and obstruction, and escape, conveyance of prohibited items, peculation, and impersonation of officer's related offenses.
11. Any offense involving conspiracy, attempt, or complicity of a felony or serious misdemeanor, or weapons control related offenses as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to Carrying Concealed Weapons (2923.12) will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordnance, section 2923.20(A)(5), which occurred two (2) years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.
12. Any serious violation of a miscellaneous offense as defined in the Ohio Revised Code Chapter 2927. This shall include offenses against a human corpse, interfering with housing, desecration, and ethnic intimidation.

13. **Controlled Substance Abuse.** An applicant shall not be automatically disqualified for the possession and/or personal use of controlled substances as defined in Section 2925 provided that such possession and/or personal use occurred more than five (5) years prior to the initial application with the City of Gahanna. However, personal use of Marijuana within (3) years of initial application with the City of Gahanna will automatically disqualify the applicant. Personal use shall be defined as, "Use considered by a person of normal sensibilities to satisfy one's curiosity or an experimental urge." The investigator shall consider the pattern of usage and the substance used, along with the applicant's overall background and character in determining suitability for employment. A violation of this section as determined by the background investigator shall be grounds for automatic disqualification.
14. Any illegal sales of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 shall be grounds for removal.
15. Failure to register with selective service. Under current law, almost all male U.S. citizens are required to register with Selective Service within 30 days of their 18th birthday. Almost all male non-citizens are also required to register, including illegal aliens, legal permanent residents and refugees. For more information on who must register, to find your selective service number or other questions, go to www.sss.gov.

Driving Record

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.

The following will automatically disqualify the applicant:

1. Applicants who have been convicted of aggravated vehicular homicide, vehicular homicide or vehicular manslaughter (2903.06), or aggravated vehicular assault or vehicular assault (2903.08).
2. Applicants with ten (10) or more points on their driving record within two (2) years of application.
3. Any single conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code), or leaving the scene of an accident (4549.02) within two (2) years of application. A conviction under Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Selection Process shall not be an automatic disqualification.
4. Any single conviction involving driving while under the influence of alcohol or a drug of abuse within five (5) years of application, any single conviction of physical control (4511.194) or any offense related to, within five (5) years of application.
5. More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
6. Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle, with five (5) years of application.

7. A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
8. Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
9. An excessive number of suspensions due to compliance with the State of Ohio Financial Responsibility Laws.
10. At any point during the background investigation process the Applicant does not possess a valid driver's license.

Job History

A poor employment history will result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Gahanna Police Department shall be grounds for disqualification.

Military History

All persons who have received a dishonorable discharge, a bad conduct discharge, or other than an honorable discharge from a United States Military Service shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

Financial Responsibility

1. A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debts or bankruptcy may be grounds for dismissal from the hiring process.
2. Failed to meet the requirements of Ohio Child Support Statutes or court order relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

Tattoos

1. No tattoo, brand or decal or any portion thereof shall be visible to the public on members of the Gahanna Division of Police while wearing any designated Division uniform, which will include a short-sleeve shirt or shorts.
2. The Gahanna Division of Police does not approve as part of their uniform any type of tattoo cover meant to conceal a tattoo, brand or decal. Sworn personnel after the effective date of this regulation shall not obtain any tattoo, brand or decal of which any portion would be visible to the public when in designated Division uniform.
3. Applicants to the Gahanna Police Department who are found in violation of this requirement shall be subject to disqualification from the hiring process.

Falsification/Failure to Cooperate With Application Process

1. Any applicant who fails to cooperate with the Gahanna Police Department and the City of Gahanna in the processing of his/her application for a position with the Gahanna Police Department shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, and the failure to include any information or documents requested by the City or the Gahanna Police Department, in a timely manner, or within specified time limits established by the Investigator.
2. Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Gahanna Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Gahanna employee.
3. Successful completion of a Polygraph examination is required. Any attempt to distort the examination results will result in removal from the process.

Other Conduct

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

1. Abused a position of trust through a theft of time or service.
2. A pattern of violating any of Ohio's ethics laws.
3. Any incident of engaging in an act of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age, or handicap.
4. Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant's neighbors, the applicant's family, or the applicant's associates.
5. Failure to correct behavior of an antisocial nature.
6. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
7. Demonstrated a pattern alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in marital problems, employment problems, financial problems, etc.
8. The City of Gahanna Police Department requires all individuals to be of good moral character, which will be determined by a thorough background investigation. Nothing in the individual's background shall be inconsistent with the performance of a Police Radio Dispatcher's duties.

Appeals

Per Chapter 149.05 of the City of Gahanna Codified Ordinances, appeals shall be in writing and shall be filed with the Clerk of Council within 30 calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the office of the Clerk of Council. Any appeal received after 5:00 p.m. on a business day or at any time on a non-business day shall be considered to be filed on the next business day.

Written Examination Appeals

Interested individuals who have taken the test at a non-City administered testing facility will not be considered applicants subject to appeal rights referenced in Section 13.05 of these rules until their application has been submitted in the designated timeframe. Any concerns with their written examination should be addressed with National Testing Network.